

# **West Virginia Recycling Assistance Grant Program Guidelines**

*2005 Grant Cycle Application*



**West Virginia  
Division of Natural Resources  
Environmental Resources Section**

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**Grant forms may be downloaded and completed on-line at:  
[www.wvdnr.gov/Environmental/recycle/recycle.shtm](http://www.wvdnr.gov/Environmental/recycle/recycle.shtm)**

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# **RECYCLING ASSISTANCE GRANT PROGRAM GUIDELINES/FORMS**

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**THIS LEGISLATIVE RULE IS THE FINAL AUTHORITY REGARDING THE  
RECYCLING ASSISTANCE GRANT PROGRAM.**

**TITLE 58**  
**LEGISLATIVE RULE**  
**BUREAU OF COMMERCE**  
**DIVISION OF NATURAL RESOURCES**  
**SERIES 5**  
**RECYCLING ASSISTANCE GRANT PROGRAM**

**§58-5-1. General.**

1.1. Scope and Purpose. - This rule sets out guidelines and procedures for providing assistance grants to counties, municipalities, and others planning and implementing recycling programs, related public education programs, and recycling market procurement efforts.

1.2. Authority. - West Virginia Code §20-11-5a(h)(1).

1.3. Filing date.

1.4. Effective Date.

**§58-5-2. Definitions.**

2.1. “Director” means the director of the Division of Natural Resources, or his or her, authorized representative.

2.2. “Instrumentality” means an agency authorized by state law.

2.3. “Municipality” means an incorporated community.

2.4. “Other Interested Party” means private enterprise and nonprofit organizations.

2.5. “Recycling Market Procurement” means developing markets for the materials generated by recycling programs.

2.6. “Recyclable Materials” includes, but is not limited to steel and bimetal cans, aluminum, glass, paper, plastic, tires, white goods and yard waste.

2.7. “Source Separated” means materials separated from general solid waste at the point of origin for the purpose of reuse and recycling but does not include sewage sludge.

2.8. “White Goods” means bulky appliances such as stoves, hot water heaters, sinks, washers, dryers, refrigerators, and dishwashers.

2.9. “Division” means the West Virginia Division of Natural Resources.

2.10. The terms as defined in the Solid Waste Management Rule, 47 C.S.R. 38, are adopted for use, where applicable, in this rule.

**§58-5-3. Grants Available From Recycling Assistance Grant Program.**

3.1. The recycling assistance grant program provides grants to assist municipalities, counties and others in:

- 3.1.1. implementation of recycling programs;
- 3.1.2. public education programs which promote recycling; and
- 3.1.3. recycling market procurement efforts.

3.2. The Recycling Assistance Fund Grant Review Committee shall evaluate the Recycling Assistance grant proposals that are in compliance with the criteria of section 3.1 of this rule on a competitive basis considering each proposal’s objectives towards maximizing the following factors:

- 3.2.1. conservation of limited natural resources;
- 3.2.2. public education regarding litter control;
- 3.2.3. recycling of valuable materials;
- 3.2.4. extending the useful life of solid waste landfills; and
- 3.2.5. reducing the need for new landfills.

3.3. The following types of grants are available:

3.3.1. Local Government Recycling Feasibility Study and Planning Grant -

This grant is for researching the feasibility of community, county, and regional recycling programs including market development and requires submittal of a detailed comprehensive plan. A local government may use a professional service to assist in planning and/or

implementing a comprehensive recycling program.

3.3.2. Recycling Promotion, Collection Drive, and Office Paper Recovery Grant -

This grant is available to instrumentalities and state and private colleges in the absence of a county, municipal; or state recycling program, as provided for in West Virginia Code §20-11-6. The grant is for the purpose of implementing recycling programs consisting of source separation, collection and transportation activities; and may include school projects, drop-off collection bins, paper collection equipment and special events which increase public awareness of recycling and its benefits.

3.3.3. Local Government Recycling Grant - This grant is for the implementation

or expansion of county, municipal and regional recycling programs, and emphasizes the integration of source reduction and recycling. The local or regional solid waste authority shall have a comprehensive solid waste management and siting plan developed and approved by the West Virginia Solid Waste Management Board to qualify for the grant.

3.3.4. Recycling Market Development Grant -This grant is available to state,

regional, county or local governments to assist in developing markets for materials collected and/or processed.

**§58-5-4. Grant Program Priority and Other Criteria.**

4.1. All West Virginia municipalities, county commissions, county and regional solid waste authorities, instrumentalities, proprietorships, partnerships, corporations and private schools, are eligible to apply for recycling assistance grants as provided for in subdivisions 3.3.1. through 3.3.4. of this rule, through notification of the county or regional solid waste authority in which the applicant is located. The recycling assistance fund grant review committee shall give priority to those municipalities, counties, state instrumentalities, private schools, proprietorships, partnerships, corporations, and cooperatives, required to implement recycling programs as a result of a county referendum or pursuant to the provisions of West Virginia Code §20-11-5 and

20-11-6. If a county has adopted a recycling ordinance by referendum vote, the ordinance shall be consistent with the provisions of West Virginia Code §20-11-5(c) for the applicant to receive priority for a grant. If the county has one or more municipalities each with a population greater than 10,000, the municipality's program shall, at a minimum, be consistent and coordinated with the county's recycling program. Grant proposals shall meet the following criteria:

4.1.1. Municipalities with populations over 10,000; county governments; cooperatives; and other interested parties:

4.1.1.a. Proposals for grants under subdivision 3.3.1. of this rule shall have work elements that are at a minimum consistent with the provisions of subsections (a) and (b) of West Virginia Code §20-11-5; and

4.1.1.b. Proposals for grants under subdivision 3.3.3. of this rule shall document that the plan to be implemented has been approved by the solid waste management board. Grant proposals shall include, but not be limited to the following:

4.1.1.b.A. source separation of at least three recyclable materials;

4.1.1.b.B. collection and transportation of materials to a processing center; and

4.1.1.b.C. public education programs which promote recycling.

4.1.2. A county government required pursuant to West Virginia Code §20-11-5(e) to implement a comprehensive recycling solid waste program shall at a minimum develop a program that is in compliance with the provisions of West Virginia Code §20-11-5(c).

4.1.3. Special funding proposals for five or more communities or two or more counties combining their efforts to provide a cooperative countywide or multi-county recycling program shall have a comprehensive recycling plan which has been approved by the solid waste management board.

4.2. Municipalities with a population under 10,000; absence of a municipal program; other interested parties:

4.2.1. Municipalities with a population under 10,000 may implement a curbside or drop-off recycling program that includes public education, providing transportation of recyclable materials to a processing center, and integration of other recyclable materials into the program;

4.2.2. In the absence of either a municipal or a countywide recycling program, all instrumentalities, primary and secondary schools, private colleges and universities are eligible to receive grants under subdivisions 3.3.2. and 3.3.4. of this rule. Grant proposals shall include, but not be limited to the following:

4.2.2.a. source separation of at least two recyclable materials;

4.2.2.b. collection and transportation of materials to a processing center;

and

4.2.2.c. public education programs which promote recycling.

4.2.3. Other interested parties may apply for grants provided that grant proposals are consistent with one or more of the objectives listed under subsection 3.1 of this rule, and include, but are not limited to the recycling activities listed under subdivision 4.2.2. of this rule; and

4.2.4. Persons responsible for collecting, hauling or disposing of solid waste who do not participate in the collection and payment of the solid waste assessment fee imposed by West Virginia Code §20-11-5a in addition to all other fees and taxes levied by law for solid waste generated in this state which is destined for disposal, are not eligible to receive grants.

#### **§58-5-5. Use of a Grant.**

5.1. A Recycling assistance grant shall be used for:

5.1.1. Personnel - A grant is limited to the salary costs associated with a recycling

manager, coordinator, or laborers. No more than a total of \$20,000 may be used from grant funds for the combined wages and/or benefits of a recycling manager, coordinator, and/or laborers;

5.1.2. Travel - Educational recycling conference expenses are limited to: airfare or mileage, meals, lodging, parking and registration fees. No more than a total of \$1,500 may be used from grant funds for travel;

5.1.3. Supplies - A grant is allowed for general office supplies, and other supplies, such as collection bags or household bins used for the collection/storage of recyclables;

5.1.4. Equipment - A grant is limited to processing equipment, material handling or storage equipment, scales, and safety equipment used in recycling activities. The equipment is to remain in the grantee's name and may be leased, but not transferred to a third party. The Division of Natural Resources shall by grant agreement acquire a lien interest in property and equipment purchased with grant monies. This lien shall state the terms of release and the period of years in which the lien attaches, in accordance with subdivision 6.1.11. of this rule. All equipment becomes property of the Division of Natural Resources if the recycling program dissolves. At the discretion of the Director, equipment which has not been productively used for 180 days shall become property of the Division of Natural Resources;

5.1.5. Recycling Vehicle Expense - A grant is limited to the lease/purchase, maintenance, fuel, mileage and insurance for a truck or van used in approved recycling activities. Transporting materials to market using the program's vehicle and labor is an approved recycling activity;

5.1.6. Printing - A grant is limited to costs associated with educational materials on recycling such as pamphlets, posters, flyers, etc;

5.1.7. Advertising - A grant is limited to costs associated with the production and/or placement of recycling advertising in newspaper, radio, business cards, and other



advertising related to development and implementation of a recycling program;

5.1.8. Promotional Items - A grant is limited to costs associated with promotional items such as awards, decals, patches, buttons, magnets, and costs associated with the rental of a fair booth and/or exhibit space for creating public awareness;

5.1.9. Professional Services - A grant is to assist in planning and implementation of recycling projects including feasibility studies; and

5.1.10. Development Work - A grant is directed towards recycling market procurement.

5.2. A recycling assistance grant may not be used for:

5.2.1. The purchase or long term lease of dumpsters or other containers, or their servicing, when they are not part of an approved recycling activity;

5.2.2. Land acquisition;

5.2.3. The cost for office equipment including such items as desks, chairs, telephones, typewriters, files, and photocopying equipment;

5.2.4. Street sweepers or their equivalents;

5.2.5. Entertainment costs (banquets, parties, etc.);

5.2.6. Alcoholic beverages, in-state lunches, and all gratuities;

5.2.7. Beautification projects (plantings, mowing, weeding, etc.);

5.2.8. Computer hardware/software, provided that, the director may waive or modify this constraint where appropriately justified by the applicant; or

5.2.9. Any type of lobbying expense.

#### **§58-5-6. General Conditions Applicable to Grants.**

6.1. The following general conditions apply to counties, municipalities, and instrumentalities applying for funding under the recycling assistance grant program:

6.1.1. The applicant shall be an eligible municipal or county government, and/or

instrumentality with an expressed commitment to recycling as a long-term solid waste management strategy. This commitment shall be in the form of a formal resolution or ordinance from the local governing body, or a formal policy or rule from a state agency or state instrumentality;

6.1.2. The proposed recycling project shall be a logical extension of the applicant's current solid waste management services and/or authority to manage solid waste through recycling;

6.1.3. The proposed project shall be designed to affect a significant and measurable reduction in the municipal solid waste stream. All grant proposals shall include analysis and projection of materials that will be diverted from the solid waste currently being landfilled and the costs and/or savings that will directly result from the proposed project;

6.1.4. All county or municipal proposals shall plan to involve all or a substantial percentage of the community's residents located in the project area and should include a plan to provide public education regarding the recycling program;

6.1.5. Projects proposed for funding shall be designed to collect and recycle at least three items with respect to municipal and county programs and two items with respect to state agency and state instrumentality programs. These items shall be those that are typically discarded with household solid waste (i.e., newspaper, aluminum, steel and bi-metal cans, glass bottles and jars, and number 1 and 2 plastic containers);

6.1.6. Project proposals shall include a plan to identify markets able to handle the projected volumes of materials to be collected;

6.1.7. The proposal shall clearly demonstrate that the county, municipality, or state instrumentality will be directly involved in the planning, administration, implementation, monitoring and evaluation of the project. The overall operation and coordination of the project shall be conducted directly by an agency of local or state government, or one of its

instrumentalities;

6.1.8. A grant may be utilized by local and state governments or state instrumentalities for recycling projects in which a private “for profit” business or a not-for-profit organization is contracted to provide a service, or services, only so long as the bid for the services is in accordance with the appropriate local or state government competitive bidding process;

6.1.8.a. The applicant shall solicit sealed bids for all construction-related contracts or purchases which have an estimated value of over five thousand dollars (\$5,000). Any attempts by the applicant to segregate the project into sections having an estimated value of less than \$5,000 may be cause for termination of grant;

6.1.8.b. The bids shall be obtained by public notice as a Class II legal advertisement in compliance with the provision of W. Va. Code, §59-3-2. This notice shall be published by the applicant in the newspaper with the largest circulation serving the general area twice within fourteen days preceding the final date of submitting bids. The applicant shall have available upon request for review by the Division of Natural Resources or its designated representative, bid documentation and other evidence of compliance with these procedures; and

6.1.8.c. The applicant shall comply with the requirements of W. Va. Code, §5G-1-1 et seq., in regard to obtaining architectural or engineering services, if those services are needed;

6.1.9. A grant may not be used to replace existing personnel, equipment or funding which is currently being provided by the local government;

6.1.10. All grant recipients shall hold the title to equipment listing the West Virginia Division of Natural Resources as first lienholder for the lien term. The lien shall apply to equipment purchased with West Virginia Division of Natural Resources grant in whole or part. A copy of the title shall be submitted to the division at the address shown in subsection

14.2 of this rule. The grant recipient shall assume the risk of loss;

6.1.11. The division shall determine the lien period for each individual piece of equipment purchased with grant funds using the class-life depreciation schedules published by the Internal Revenue Service. If a piece of equipment is in question as to which class the equipment is to be placed in, the division may make that determination; and

6.1.12. Public and private sector grants involving equipment shall have subsequent on-site inspections for the term specified.

6.2. The following general conditions apply to non-profit organizations and private enterprises applying for funding under the recycling assistance grant program:

6.2.1. The proposed project shall be designed to affect a significant and measurable reduction in the municipal solid waste stream;

6.2.2. The project may provide recycling market procurement efforts; and

6.2.3. The project shall be consistent with one or more of the objectives listed under subsection 3.1. of this rule, and include, but is not limited to the recycling activities listed under subdivision 4.2.2. of this rule.

6.3. Private Sector Grant Guidelines:

6.3.1. An applicant shall demonstrate through a narrative its past performance in recycling;

6.3.2. All equipment specifications shall be a part of the grant application and include the equipment seller's name and the price of the equipment;

6.3.3. All equipment purchases shall be done by public bid;

6.3.4. The maximum amount of a grant is \$50,000;

6.3.5. The grantee shall submit quarterly reports showing totals of all recyclables whether or not they relate directly to the grant; and

6.3.6. All private sector grants are subject to the general grant guidelines in this

rule. Where there is a contradiction, subsection 6.3. applies.

**§58-5-7. Schedule of Grants Available.**

7.1. Schedule for one applicant:

<u>Type of Grant</u>	<u>Maximum Grant</u>
Municipality over 10,000 population.	\$100,000
Community/Municipality under 10,000.	\$ 50,000
County or Regional Solid Waste Authority.	\$100,000
State agency/state instrumentality or school.	\$ 50,000
Recycling Promotion, Collection Drive and Office Paper Recovery.	\$ 50,000
Recycling Feasibility Study/Planning.	\$ 20,000
Recycling Market Development.	\$ 20,000
Non-Profit /Other Interested Party.	\$ 50,000

7.2. Schedule for cooperatives - For a cooperative recycling between counties, municipalities, or private sector entities, the maximum amount of funding for a cooperative grant shall not exceed \$200,000, or the cumulative of the maximum amount allowable for each individual applicant as stated in subsection 7.1 of this section, whichever is smaller.

**§58-5-8. Criteria for Developing a Grant Proposal.**

8.1. The grant proposal should demonstrate the relationship to, and support of, the hierarchy established under West Virginia Code §22C-4, i.e., source reduction; recycling, reuse and resource recovery; and landfilling.

8.2. All applicants shall submit to the county or regional solid waste authority in which the proposed project is located, a copy of their application to be reviewed by the members of the solid waste authority to avoid duplication, ensure coordination of solid waste programs, and maximize the market for recyclables.

8.3. The proposal shall contain the following:

8.3.a. A policy statement and/or resolution or ordinance as required by the provisions of this rule;

8.3.b. An outline of the materials to be source separated and recycled. The list of recyclable material may be adjusted according to whether the generator is residential, commercial or another type of establishment;

8.3.c. A public information program to ensure receipt of good clean quality materials;

8.3.d. A description of a collection system;

8.3.e. Provisions where required to ensure compliance with West Virginia Code §20-11-1, including incentives and penalties;

8.3.f. A projection of the cost effectiveness and self-sufficiency of the proposed project;

8.3.g. Documentation of the type of in-kind services to be provided by the grantee;

8.3.h. Documentation of any other type of grant assistance received, including the dollar amount, type of project, etc., for recycling and/or solid waste management; and

8.3.i. Economic development aspects of the project, i.e.: job creation.

**§58-5-9. Recycling Assistance Fund Grant Review Committee.**

9.1. All grant proposals will be reviewed by a recycling assistance grant review committee, composed of the following: a member of a county or regional solid waste authority, a representative of business or industry, and a representative from the solid waste industry, to be appointed by the Director; the Executive Director of the Solid Waste Management Board; the Director of the West Virginia Development Office; the Director of the Division of Environmental Protection; and the Director of the Division of Natural Resources or any other

person to whom the agency Director has delegated his or her authority or duties. For the purpose of conducting business, four (4) members of the recycling assistance grant review committee are required for a quorum. The Director may only vote to break tie votes of the committee. The committee shall submit approved grants meeting the program's criteria to the Director of the Division of Natural Resources for final approval and awarding.

9.2. The division through the recycling assistance grant review committee reserves the right to reject any and all proposals. Applicants not selected for grants will be notified by the division within a reasonable time after award decisions have been made. Unsuccessful applicants may discuss their proposals with the appropriate staff.

**§58-5-10. Submittal of Grant Applications; Awarding of Grants; Financial Management; and Unexpended Grant and Termination of Grant.**

10.1. All recycling assistance grants are for a one year period beginning the first of January with a final report due for approval on or before March 31 of the following year.

10.2. A grant applicant shall submit its complete recycling assistance fund grant application to the division prior to the first day of August each year. The division shall notify all grant applicants in relation to funding of their proposal.

10.3. Unless a grant applicant specifically requests and can demonstrate a need for a larger portion of the awarded grant to initiate the project, the division shall disburse all grants on the following schedule: 30% at the time of grant award with subsequent payments of 30% to be made upon receipt of a quarterly report. The final payment shall be 10% and shall be withheld until receipt of the third quarterly report.

10.4. The grantee shall retain and make available upon request by the Division of Natural Resources for a period of three years, all financial records, supporting documents, statistical records, and all other records as they relate to the application, acceptance and use of

the grant. The provisions of West Virginia Code §12-4-14 apply to all recycling assistance grants. The grantee shall provide the division with a copy of the grantee's independently audited financial records that cover the entire grant period.

10.5. The grantee shall return any unexpended grant funds remaining as of March 1 of the following year to the Recycling Assistance Fund. If the grantee expends any grant funds on or after March 1 this shall be considered an unauthorized expenditure.

10.6. If, through any cause, the grantee fails to fulfill in a timely and proper manner its obligation as proposed in the grant application, and as accepted and approved by the division, the division shall terminate payment of the remaining grant funds. The grantee shall return any amount of the grant used for unauthorized expenditures. Authorized expenditures are those outlined in the original budget that was approved by the grant review committee.

10.7. The grantee shall comply with all applicable federal, state and local laws, codes, ordinances, rules and regulations. The division may withdraw all funds from grantees who fail to comply with grant guidelines, and may not give future consideration of grants.

10.8. The grantee shall deposit the grant immediately upon receipt in a separate checking account.

10.9. Grantees with a current grant are not eligible for the next cycle of grants. The Grant Review Committee may recommend exceptions for final approval by the Director of the division. A grantee who files a delinquent final report is ineligible for future grants.

10.10. The division shall grant a request for a change in budget only if the change does not materially alter the original grant proposal approved by the grant review committee and the adjustment is a result of conservative spending allowing any excess to be rebudgeted. (Example: Budgeted \$20,000 for the purchase of a baler. The baler costs \$18,000. The extra \$2,000 may be rebudgeted upon approval.) All requests shall be made in writing.



## **§58-5-11. Site Visits and Reports Required.**

11.1. Grantees shall submit a final report for approval on or before March 31 of the year following the grant award. The report shall include the following:

11.1.1. An evaluation of successes and failures encountered in implementing the original proposal's work tasks;

11.1.2. An evaluation of the operating costs and community support for the project;

11.1.3. An analysis of the economic development achievements, such as job creation;

11.1.4. An analysis of the project including: total volume (tons) of waste diverted from the solid waste stream, the estimated cost per ton to recycle that volume, the estimated revenue per ton of recycled material, and the estimated savings from recycling in lieu of land filling; and

11.1.5. A complete accounting of the grant expended for the entire year.

11.2. A progress status report and expenditure statement shall be submitted by all grantees to the division every quarter containing a brief narrative of accomplishments (including individual volumes of material recycled), projections for the next report period and detailed grant expenditures for the past three months.

11.2.1. The grantee shall attach evidence of all grant expenditures to the quarterly reports, including copies of invoices, checks, titles, bids, and bank statements.

11.2.2. The division shall return an incomplete quarterly report to the grantee for completion. The division shall withhold grant payments until it receives a complete report as required in section ten (10) of this rule.

11.3. The division shall periodically conduct site visits with grant recipients. These visits will be conducted to provide assistance, to review progress, and to discuss any problems

encountered in project implementation. Site visits present important opportunities for direct, on-site communications between the division and grant recipients, and may include inspections from the Division of Environmental Protection and site visits from the West Virginia Solid Waste Management Board.

**§58-5-12. Equal Employment Opportunity.**

12.1. To implement the recycling assistance grant, grantee shall agree:

12.1.1. That it will not discriminate against any employee or applicant for employment because of race, color, age, religion, sex, or national origin; and

12.1.2. That all solicitations or advertisements for employees placed by or on behalf of grantee shall state that all qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, or national origin.

**§58-5-13. Certification Regarding Drug-Free Workplace Requirements.**

13.1. The Drug-Free Workplace Act of 1988, Title V-D Public Law 100-690, Federal Register, Volume 54, No. 19, and West Virginia Code §60A-2-201 requires that all state governments, federal contractors, and federal and state grant recipients maintain a drug-free workplace. The Act is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989. The certification form shall be completed and accompany the grant application.

**§58-5-14. Submission of an Application.**

14.1. The application for a recycling assistance grant shall contain in addition to a description of the proposed project, an applicant profile, an estimated budget with justification, certification regarding a drug-free workplace, an application checklist, a time line graph, attested financial documents, a letter of receipt of application from county solid waste authority, and equipment specifications. The division shall not consider incomplete applications and shall mark them “incomplete” and return them to the applicant. The applicant may complete the returned

application and resubmit it before the grant submission deadline date.

14.2. The original and one copy of the application must be received by the division on or before 5:00 p.m. of the last business day in July. Applications shall be hand delivered or mailed to: West Virginia Division of Natural Resources, 1900 Kanawha Boulevard, East, Building 3, Room 732, Charleston, West Virginia 25305-0665.

# Supplemental Information

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# Instructions and Information

## PURPOSE OF THE GRANT PROGRAM

There is no intent for the Recycling Grant Program to fund operating expenses on a year-by-year basis.

To comply with this purpose, grants are provided for the following:

- To start a recycling program in the absence of a comparable one.
- Expansion of a current recycling program.
- Defraying expenses for damage or losses incurred from unavoidable events.
- Educational programs and related expenses.
- Market development efforts and related expenses.

## SUBMITTING YOUR GRANT APPLICATION

It is the sole responsibility of the applicant to review the Legislative Rule, Grant Information and Format and ensure that all information is complete and included.

**The application submission deadline is the last business day in July by 5:00 p.m.** An original and one copy may be mailed or hand delivered and must be received by the DNR by that time in the office of the Division of Natural Resources' Environmental Resources Section which is located at 1900 Kanawha Blvd., E., Building 3, Room 732, Charleston, WV 25305.

Applications received on a timely basis (prior to July 15, 2004) will be reviewed for completeness by a Recycling Section staff member. If they are found to be incomplete, the application will be returned to the applicant. Returned applications may be corrected and re-submitted if the applicant desires and time permits. *It is not the responsibility of the Recycling Section staff to insure that applications are submitted properly but the sole responsibility of the applicant.*

## REQUESTING A WAIVER

Waivers for consecutive funding may only be submitted to the Director of the Division of Natural Resources for the following conditions:

- Emergencies such as an act of nature not covered by insurance that should be in force.
- Eviction through no fault of the entity benefiting from the grant.
- New legislative requirements or restrictions.

## THINGS TO REMEMBER...

- Applications must be submitted on the standardized format.
- Applications can be downloaded and completed from the website. Available in two formats.
- Make sure all pages requiring signatures have been completed.
- In order to differentiate the original from the copy, original signatures must be made in any color other than black ink.
- Hand written applications, faxed copies, or any electronic format will not be accepted.
- Financials must be submitted for each applicant.
- Equipment, buildings and building addition specs must include a valid quote from a vendor.
- Clearly define your requested budget.

Guidelines, laws, rules, definitions, etc., will be those promulgated by the West Virginia Division of Natural Resources. If an entity desires to apply for a grant from the Recycling Assistance Grant Program, they must be able to comply with these guidelines. Therefore, if an applicant conducts their business in a manner that conflicts with the rules set forth by the West Virginia Recycling Assistance Grant Program Guidelines, they will be ineligible to receive funds from the program. To be eligible to receive grants the applicant's business must comply with the rules of the Recycling Grant Program.

## **INCOMPLETE APPLICATIONS**

According to Legislative Rule §58-5-14.1., “Incomplete” applications will be returned to the applicant if received prior to the deadline. Applications will only be reviewed for “completeness”, not content, if received prior to July 15, 2004.

**Incomplete Applications** may lack any of the following:

- Missing forms.
- Uncompleted forms.
- Missing financial statements/Federal Tax Returns.
- Inappropriate or incomplete financial statements/Federal Tax Returns.
- Missing equipment/building specs.
- Inappropriate equipment/building specs. (Only specs provided by a vendor who deals with/sells the equipment/building will be acceptable.)

## **REASONS FOR REJECTION AT THE DNR LEVEL THROUGH STAFF REVIEW**

- Using outdated or unofficial forms.
- Failure to provide all necessary signatures.
- Failure to sign in a color other than black ink on the original application.
- Submitting a hand written application.
- Failure to answer all questions in the Executive Summary.
- Failure to provide ALL grant forms, regardless of whether they apply to the question.
- Failure to apply as a cooperative applicant when necessary.
- Failure to apply as an individual, instead of as a cooperative, when deemed necessary.
- Delinquent Worker’s Compensation/Unemployment Compensation. Must be current at the time of submission AND at the time of committee review.
- Failure to obtain proper permits required to operate the program.
- Failure to provide equipment specs, if necessary, from a vendor, which include a quote.
- Failure to obtain a signature from a county solid waste authority member on the Letter of Receipt.
- Upon DNR contact with the county solid waste authority it is discovered that an application was not provided to them.
- Submitting an application past the deadline.
- Failure to submit an original PLUS one copy of the application.
- Failure to submit financial statements/federal tax returns for all entities involved.
- The project in the application is not considered a recycling activity.
- Failure to obtain a waiver from the Director of the Division of Natural Resources if necessary.
- The budget form is vague and does not clearly outline what is being requested.
- Submitting a faxed or emailed copy of the application.

## **DIVISION OF NATURAL RESOURCES ASSISTANCE**

The Environmental Resources Section staff of the Division of Natural Resources is available for assistance at any time prior to the application deadline. The Recycling Section staff can be reached at (304) 558-3370, during regular business hours.

The Division of Natural Resources shall only be liable for informing any interested applicants in the following:

- Providing information and/or copies of the Legislative Rule.
- Providing a listing of what is to be included in the application.
- Answering questions on what would disqualify an application.
- Providing submission information.

# Grant Application Forms

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# Grant Application Information and Format

The official forms may be downloaded from the DNR web-site or removed from grant guideline booklet.

## APPLICATION COVER SHEET

- Includes contact information, type of grant, type of applicant, amount requested and authorized signatures.
- Separate cover sheets have been included for cooperative applications which include the type of grant, amount requested by each entity, name of organization and authorized signatures for each entity involved. The second page includes spaces for the contact information to be included for each organization. This cover sheet only includes space for up to four (4) entities to be included. If additional organizations are involved, please make an additional copy of both pages and indicate in the space provided at the top of the first page.
- **All signatures requested throughout the application must be made in a color other than black ink.** This provides better evidence of an original application.

## PRE-APPLICATION CHECKLIST

### Page 2

- This page ensures that all information required has been included.
- Although this page is to be located behind the cover sheet, it is recommended that this page be completed last.

## APPLICANT PROFILE

### Page 3

- Includes information regarding the qualifications/experience of those overseeing your project, amount of material previously collected, equipment owned, current personnel and area served.

### Page 3A

- This page must be completed only if the application is for a cooperative program.
- To include information on the contributions each entity will provide towards the project.
- A separate page must be completed by each organization.

## PROJECT PROFILE

### Page 4

- Provides a description of the project and any projections regarding employment and amount of material expected to be diverted from the waste stream.

## EXECUTIVE SUMMARY

### Page 5(A) Summary Statement

- Outlines the proposed project and should be no longer than two or three paragraphs.
- Would be most useful if it were prepared after the proposal has been developed in order to encompass all the key summary points necessary to communicate the objectives of the project.
- Identify all objectives related to the goals to be reached and the methods employed to achieve the stated objectives.
- Consider quantities or things measurable and refer to a problem statement and the outcome of proposed activities when developing a well-stated objective.
- Figures should be verifiable.
- This page becomes the cornerstone of your proposal. In many cases, the summary will be the first part of your application seen by grant committee members.
- The influence of the project, both during and after the project period should be explained.



**Page 5(B) Collection System**

- Contains a description of the collection system used in the recycling project.
  - Is it curbside or drop off?
  - What areas are to be serviced and how often are collections to be made?
  - Where is the material taken for processing?
  - List the end markets for your materials.

**Page 5(C) Educational Program**

- Describe your educational program and how it will be implemented to ensure receipt of good clean quality material.

**Page 5(D) In-Kind Service / Matching Funds**

- Lists any in-kind services or matching funds you will be providing towards the project.

**Page 5(E) Other Funding**

- Documents any past funding, benefits and grants you have received for this project or similar projects in the past three (3) years.
- This includes any grants received from the Division of Natural Resources and the Solid Waste Management Board.
- Contains an explanation as to how funds were used and if stipulated goals were met.
- Must also include how you have benefited from any grants received by another entity, if applicable. This may include the use of any piece of equipment purchased by someone else with grant funds, etc.

**Page 5(F) Benefits from Other Grants**

- Provides a listing of any funding that your entity/project may have benefited from in the past.
- Requests the entity you have received funding from, the amount and purpose.

**Page 5(G) Permits, Licenses or Waivers**

- List any and all necessary federal, state and local permits, approvals or waivers necessary to implement the project.

**Page 5(H) Program Continuation**

- Provides a summary of how you plan to continue your program after the grant period.
- Includes an explanation of how you will finance your operation.
- Include any training skills and experience necessary to manage the project or business.

**Page 5(I) Equipment Maintenance / Security**

- Provide an outline of your maintenance program for equipment purchased with grant funds.
- Must include information on insuring equipment purchased with grant funds.

**Page 5(J) Evaluation**

- Brief summary which includes the method or methods which will be used to evaluate the success or even completion of the project at the end of the grant term.
- May be more extensive for some individuals.
- Explains how you will know that your project goals have been met at the end of the term.

**GRANT BUDGET****Page 6(A) Budget Listing**

- Includes a breakdown of items requested in your grant budget.
- Items are to be specific when possible. Example: Office Supplies (paperclips, staples, photocopy paper, etc.), and utilities can be grouped. However, Recycling Equipment and Collection Supplies cannot.

**Page 6(B) Budget Explanation**

- Provides an explanation for each item entered into the budget (6A).
- Includes its purposed, need, and how the cost was determined.
- **If requesting any equipment or a building / building addition, you must include a detailed specification sheet for each item. This spec sheet must now include a quote price and be received from a vendor.**

**TIME LINE GRAPH****Page 7**

- This time line reflects the schedule of your project's progress.

**LETTER OF RECEIPT****Page 8**

- Must be signed by a member of your county solid waste authority only upon supplying them with a copy of your application to review.
- Each county solid waste authority must review those applications from within their county to ensure that the proposed project fits within the county solid waste plan.
- It is not up to the county solid waste authority to approve or deny, only ensure that it fits within previously selected guidelines.

**DRUG FREE WORKPLACE CERTIFICATION****Page 9**

- Must be read and signed.

**FINANCIAL DATA****Supplementary Information**

- Financial documents are a required part of your grant application.
- The following table lists the documents which are acceptable and indicate alternatives and the minimum requirements when submitting your application.

## FINANCIAL DATA TABLE

<b>If you are a:</b>	<b>You can submit:</b>	<b>Which must include:</b>
<b>Corporation (C)</b>	Audited Financial Statements <i>For the two years preceding the grant submission.</i>	The Auditor's Report Income Statement Balance Sheet Notes to the Financial Statements
	Federal Tax Returns <i>For the two years preceding the grant submission.</i>	Form 1120 - main cover sheet showing income and deductions - Schedule L, (Balance Sheet) of Form 1120 - Any attached schedules showing other assets, liabilities, income, or deductions - Forms 4562, Depreciation <b>OR</b> Form 1120A - main cover sheet showing income and deductions - Part III, (Balance Sheet), of Form 1120A - Any attached schedules showing other assets, liabilities, income, or deductions - Forms 4562, Depreciation
<b>S Corporation</b>	Audited Financial Statements <i>For the two years preceding the grant submission.</i>	The Auditor's Report Income Statement Balance Sheet Notes to the Financial Statements
	Federal Tax Return <i>For the two years preceding the grant submission.</i>	Form 1120S - main cover sheet showing income and deductions - Schedule L, (Balance Sheet) of Form 1120S - Any attached schedules showing other assets, liabilities, income, or deductions. - Forms 4562, Depreciation
<b>Partnership</b>	Audited Financial Statements <i>For the two years preceding the grant submission.</i>	The Auditor's Report Income Statement Balance Sheet Notes to the Financial Statements
	Federal Tax Return <i>For the two years preceding the grant submission.</i>	Form 1065 - main cover sheet showing income and deductions - Schedule L, (Balance Sheet) of Form 1065 - Any attached schedules showing other assets, liabilities, income, or deductions. - Forms 4562, Depreciation

<b>If you are a:</b>	<b>You can submit:</b>	<b>Which must include:</b>
<b>Sole Proprietor</b>	Audited Financial Statements <i>For the two years preceding the grant submission.</i>	The Auditor's Report Income Statement Balance Sheet Notes to the Financial Statements
	Federal Tax Return <i>For the two years preceding the grant submission.</i>  Balance Sheet - not required to be audited	Form 1040 - Page 1 and 2 of the 1040 Form - Schedule C (or Schedule C-EZ, if used instead) - Any attached schedules showing other income or expenses. - Forms 4562, Depreciation - <b>Balance Sheet</b> (complete a balance sheet for your business as part of your financial document submission) <b>THE BALANCE SHEET IS A REQUIRED PART OF YOUR GRANT APPLICATION.</b>
<b>Non-Profit Organization</b>	Audited Financial Statements <i>For the two years preceding the grant submission.</i>	The Auditor's Report Income Statement Balance Sheet Notes to the Financial Statements
	Federal Tax Return <i>For the two years preceding the grant submission.</i>	Form 990 - main cover sheet showing revenue and expenses - Part IV (Balance Sheet) of Form 990 - Any attached schedules showing other assets, liabilities, income, or deductions. - Forms 4562, Depreciation
<b>Non-Profit Organization</b>		Form 990EZ - main cover sheet showing revenues, expenses, net assets and Part II (Balance Sheets).
<b>County Commissions, Solid Waste Authorities, Municipalities, or Other Government Entities</b>	Audited Financial Statements <i>For the LAST audit completed. Regardless of how long ago it was conducted. Must provide two consecutive years.</i>	The Auditor's Report Combined Balance Sheet (or equivalent) Combined Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Type Funds Combined Statement of Revenues, Expenditures, and Changes in Retained Earnings – Proprietary Funds (if applicable). Notes to Financial Statements

**FY2005**  
**GRANT APPLICATION COVER SHEET**

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1A

**WEST VIRGINIA DIVISION OF NATURAL RESOURCES  
WV RECYCLING ACT GRANT PROGRAM**

DNR USE ONLY DATE RECEIVED

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M HD

**FY2005  
COOPERATIVE GRANT APPLICATION COVER SHEET (Page 1B)**

*\* A separate applicant profile page (3) and a separate narrative page (3a) is required for each applicant in the cooperative. If additional cover sheets are required, indicate in the following space, the additional number ( ).*

**APPLICANT #1**

Name of Applicant / Organization Amount Requested \$

Authorized Signature of Chairperson/Mayor/CEO Name and Title (typed) Date

**APPLICANT #2**

Name of Applicant / Organization Amount Requested \$

Authorized Signature of Chairperson/Mayor/CEO Name and Title (typed) Date

**APPLICANT #3**

Name of Applicant / Organization Amount Requested \$

Authorized Signature of Chairperson/Mayor/CEO Name and Title (typed) Date

**APPLICANT #4**

Name of Applicant / Organization Amount Requested \$

Authorized Signature of Chairperson/Mayor/CEO Name and Title (typed) Date

\$

Total Cost of Project

\$

Amount Requested from DNR

**TYPE OF GRANT REQUEST**

(Check one)

Recycling Feasibility Study/Planning Grant	
Recycling Promotion/Collection Drive/Office Paper Recovery Grant (Education)	
Local Government Grant	
Recycling Market Development Grant	

Name and address for preparer of application if different from Project Manager

**FY2005**  
**COOPERATIVE GRANT APPLICATION COVER SHEET (Page 1C)**

**APPLICANT #1**

Name of Applicant / Organization		Federal Identification Number (FEIN)		
Street or Box Number (Mailing Address)	City	County	State	Zip
Contact Person for this Organization	Title	Daytime Phone		

**APPLICANT #2**

Name of Applicant / Organization		Federal Identification Number (FEIN)		
Street or Box Number (Mailing Address)	City	County	State	Zip
Contact Person for this Organization	Title	Daytime Phone		

**APPLICANT #3**

Name of Applicant / Organization		Federal Identification Number (FEIN)		
Street or Box Number (Mailing Address)	City	County	State	Zip
Contact Person for this Organization	Title	Daytime Phone		

**APPLICANT #4**

Name of Applicant / Organization		Federal Identification Number (FEIN)		
Street or Box Number (Mailing Address)	City	County	State	Zip
Contact Person for this Organization	Title	Daytime Phone		

**COOPERATIVE PROJECT CONTACT**

Signature of Project Manager	Name/Title (typed)	Date
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**PRE-APPLICATION CHECKLIST**

Before submitting an application for financial assistance, you **MUST** complete this form and attach it as part of your application. An explanation is required below for any question for which you answer NO.

- |   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| 1. Have all documents requiring a signature been signed?  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 2. Was the original application plus one copy submitted to DNR?   | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 3. Is the proposed project located in West Virginia?  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 4. Have all sections of the Executive Summary been completed?   | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 5. Is your budget complete and mathematically correct?  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 6. Is the amount of assistance requested within the allowable limit for the line item?  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 7. Have you provided an adequate explanation of each line item on attachment 2 page 6B?                                       | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 8. Is the time line graph complete?   | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 9. Are the most current two years of federal tax returns or audited financial statements provided?                            | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 10. Is the letter of receipt, from the SWA of the county in which this project will be located, attached to this application? | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 11. Has the letter of receipt been signed by a member of that SWA?  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 12. Has a Drug Free Workplace Certification form been signed and attached?  | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |
| 13. Have you provided specification sheets with quoted prices for any equipment/buildings listed in your budget?              | <b>YES</b> <input type="checkbox"/> | <b>NO</b> <input type="checkbox"/> |

**Question #      Explanation for marking NO**




**WEST VIRGINIA DIVISION OF NATURAL RESOURCES  
WV RECYCLING ASSISTANCE PROGRAM**

**APPLICANT PROFILE**

1. Applicant Name \_\_\_\_\_

2. List qualifications and experience of the person(s) overseeing the intended project / program.

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3. List the type and amount of material your operation has received in the last two years and **during the first quarter of 2004**. Please provide information in tons.

Material	2004	2003	2002
-----			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. If requested, could you provide written evidence, such as weight tickets, for the totals listed in question number 3?

Yes ☐ No ☐

5. List all equipment currently used in your operation, whether owned, leased or rented. Be specific as to type, brand and model. Make attachment if necessary.

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6. Number of full time employees currently employed for the recycling operation: \_\_\_\_\_

7. What areas/counties of West Virginia does your program currently serve?

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8. Have you ever operated a recycling operation under another business name in West Virginia? Yes ☐ No ☐  
If yes, provide the name and FEIN: \_\_\_\_\_

**I (We) hereby certify that the information provided in this profile is true and correct. I (We) understand that falsification of this document, whether by fraud or omission, could result in failure to receive future grant funds from the West Virginia Division of Natural Resources.**

\_\_\_\_\_  
Signature of Authorized Person  
(Must Be In Ink Other Than Black)

\_\_\_\_\_  
Date

**WEST VIRGINIA DIVISION OF NATURAL RESOURCES  
WV RECYCLING ASSISTANCE PROGRAM**

**COOPERATIVE APPLICANT PROFILE**

Each entity involved in a cooperative application MUST complete a copy of this form and be included in the application.

1. Explain in detail, your role / involvement with the proposed cooperative program.

---

Name of Applicant / Organization

---

Authorized Signature of Chairperson / Mayor / CEO  
(Must Be In Color Other Than Black Ink)

---

Date

**WEST VIRGINIA DIVISION OF NATURAL RESOURCES  
WV RECYCLING ASSISTANCE PROGRAM**

**PROJECT PROFILE**

1. Project Name \_\_\_\_\_

2. Project Description:

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3. This project is: (check one)

<input type="checkbox"/>	An expansion of a current project.
<input type="checkbox"/>	A completely new activity for an existing business or operation.
<input type="checkbox"/>	A completely new activity for a new business or operation.
<input type="checkbox"/>	Other:

4. This project is expected to divert \_\_\_\_\_ tons (specify if other units) from the waste stream.

4(a). List the type of material and amount to be diverted from the waste stream:

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5(a). This project will create \_\_\_\_\_ full time employee positions and \_\_\_\_\_ part time employee positions for the projected period.

5(b). Is the creation of any position, full or part time, replacing any existing personnel? Yes ☐ No ☐

6. Site Location: Provide location of project site and status of property (i.e., owned, leased or under consideration):

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7. Description of area to be served:

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8. Does the hauler that serves the area of your proposed project take all of the solid waste to a WV landfill?

Yes ☐ No ☐

List the hauler and landfill(s) used:

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## EXECUTIVE SUMMARY

Pages (5A) – (5J)

All applicants are to address the following questions or provide an explanation of why the items are not applicable to the proposed project. Please use the space provided and make attachments if required, following the page identification format.

**A. SUMMARY STATEMENT:** Describe the proposed project and its objectives. Explain why there is a need for this project, its current status, targeted clientele and the approximate geographical area of West Virginia that will benefit from the proposed project.

---

**B. COLLECTION SYSTEM:** Provide a description of the collection system used in the recycling project.  
(Is it curbside or drop off? What are the areas to be serviced? How often are collections made? Where is the material taken for processing? List the end markets for your material.)

---

**C. EDUCATIONAL PROGRAM:** Describe your education program and how it will be implemented to ensure receipt of good clean quality material.

---

**D. IN-KIND SERVICE / MATCHING FUNDS:** Describe any in-kind services or matching funds you will be providing toward this project.

---

**E. OTHER FUNDING:** Document all funding you have received for this project or similar projects in the past three (3) years. This will include any grants you may have received through the West Virginia Division of Natural Resources Recycling Assistance Fund and the Solid Waste Management Board. Provide an explanation as to how the funds were used.

---



**F. BENEFITS FROM OTHER GRANTS:** Have you or the project ever benefited from a grant awarded to another grant recipient? If yes, list those grant recipients, the years the grants were awarded and a description of the benefit / assistance you received from those grants. (i.e., equipment, salaries, supplies, etc., purchased by a grant recipient other than you, for your project / program)

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**G. PERMITS, LICENSES OR WAIVERS:** List any and all necessary federal, state and local permits, approvals or waivers necessary to implement the project.

---

**H. PROGRAM CONTINUATION:** Provide a summary of how you plan to continue your program after the grant period. Explain how you will finance your operation. Include training skills and experience necessary to manage the project or business.

---

**I. EQUIPMENT MAINTENANCE / SECURITY:** Provide an outline of your maintenance program for equipment purchased with grant funds. Provide information regarding insurance for equipment purchased with grant funds.

---

**J. EVALUATION:** Provide a brief description of the method or methods which will be used to evaluate the effectiveness, successfulness, or even completion of this project at the end of the grant term. (Depending upon the project and needs, may be more extensive for some more than others.)

---

## GRANT BUDGET

Applicant's Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_

[illegible]**TOTAL REQUESTED GRANT BUDGET: \$**

**GRANT BUDGET**
**EXAMPLE**

Description	Amount Requested	Personnel	Educational Travel	Supplies	Equipment	Vehicle Expenses	Other
<i>Recycling Coordinator Salary</i>	<i>10,000.00</i>	<i>10,000.00</i>					
<i>Laborer Wages</i>	<i>5,000.00</i>	<i>5,000.00</i>					
<i>Employer Taxes</i>	<i>1,147.50</i>	<i>1,147.50</i>					
<i>Workers Compensation</i>	<i>525.00</i>	<i>525.00</i>					
<i>Coordinator Travel to Annual Recycling Conference</i>	<i>750.00</i>		<i>750.00</i>				
<i>Bailing Wire</i>	<i>500.00</i>			<i>500.00</i>			
<i>Recycling Bags</i>	<i>1,500.00</i>			<i>1,500.00</i>			
<i>Office Supplies</i>	<i>150.00</i>			<i>150.00</i>			
<i>Downstroke Baler</i>	<i>8,000.00</i>				<i>8,000.00</i>		
<i>Shipping Freight and Taxes on Baler</i>	<i>950.00</i>				<i>950.00</i>		
<i>Advertising for Bids on Baler</i>	<i>100.00</i>				<i>100.00</i>		
<i>Fuel for Recycling Truck</i>	<i>2,000.00</i>					<i>2,000.00</i>	
<i>Insurance for Recycling Truck</i>	<i>1,000.00</i>					<i>1,000.00</i>	
<i>Printing Costs for Flyers</i>	<i>400.00</i>						<i>400.00</i>
<i>Newspaper &amp; Radio Advertising – Recycling Ads</i>	<i>2,000.00</i>						<i>2,000.00</i>
<i>Promotional Items (buttons, pencils, t-shirts)</i>	<i>1,200.00</i>						<i>1,200.00</i>

**TOTAL REQUESTED GRANT BUDGET: \$ 35,222.50**

**EXPLANATION OF BUDGET REQUEST:** Provide an explanation of each line item in your budget as to (1) its purpose, (2) why it is needed and (3) how you determined the cost of that line item. Any equipment or building(s) requested must include a copy of the specifications for that item and show the quoted amount. It is preferred that all required quotes come from a prospective vendor.

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### TIME LINE GRAPH

Applicant's Name \_\_\_\_\_

[illegible]

## TIME LINE GRAPH

### EXAMPLE

The scope of work tasks must be the items on the vertical axis of the time line graph (see example below). For purposes of the graph, please abbreviate the task to no more than the space allows.

[illegible]

**WEST VIRGINIA DIVISION OF NATURAL RESOURCES  
WV RECYCLING ASSISTANCE PROGRAM**

**LETTER OF RECEIPT**

**MUST BE SIGNED BY A CURRENT MEMBER OF THE SOLID WASTE AUTHORITY IN WHICH THE PROJECT WILL BE LOCATED.**

To: West Virginia Division of Natural Resources  
1900 Kanawha Blvd., E.  
Building 3, Room 732  
Charleston, WV 25305

From: Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
SWA: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant: \_\_\_\_\_

I am a current member of the Solid Waste Authority named above and have received a copy of the DNR Recycling Assistance Fund grant application from the applicant named above. I will present this application and the next meeting of our Solid Waste Authority and will notify the Division of Natural Resources in writing of any disputes or comments our Authority has concerning this application before August 31, 2004.

\_\_\_\_\_  
Signature of Receiver

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **CERTIFICATION REGARDING A DRUG FREE WORKPLACE REQUIREMENTS**

This certification is required by the Drug-Free Workplace Act of 1988 (pub. I 100-690, Title V, Subtitle D) and is implemented through additions to the debarment and suspension regulations, published in the Federal Register on January 31, 1989.

An Organizational Applicant certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about-
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantees policy of maintaining a drug-free work place;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
  - (1) abide by the terms of the statement; and
  - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction;
- (e) Notifying the agency within ten (10) days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is convicted;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d) and (f).

**Place of Performance:** The applicant shall insert in the space provided below the site(s) for the performance of work done in connection with specific grant: (street address, city, county, state, zipcode).

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An applicant who is an individual certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant. This assurance is given in connection with any and all financial assistance from the West Virginia Division of Natural Resources after the date this from is signed. This includes payments after such date for financial assistance approved before such date. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the applicant, its successors, transferees and assignees and on the authorized official (or individual applicant, as appropriate) whose signature appears below.

---

Organization Name

Award Number

---

Name and Title of Authorized Representative

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Signature

Date